

Summer Day Camp Supervisor

Job Description

The Canton Parks and Recreation (Canton Joint Recreation District and The City of Canton Parks) is looking for a highly qualified individual to represent the department well and to provide children with a positive camp experience for summer 2015. The summer day camp is a ten (10) week program with one (1) week of staff training. The Summer Day Camp Supervisor will be expected to work 40 hours a week and attend training meetings with the Camp Director prior to staff training, to be determined.

Position Purpose:

The supervisor of the Canton Parks and Recreation's Summer Camp will be responsible for the overall safety and the day-to-day operations of camp. The Supervisor is responsible for eight (8) – ten (10) camp counselors in making sure they plan, teach, coordinate, and carrying out daily activities and to help guide campers in their personal growth and daily living skills.

Essential Job Functions:

1. Design, deliver, and evaluate camp programs that meet the needs and interests of youth and the camps target markets to ensure their delivery in a safe and quality manner.
 - ♦ Remain current with information on the developmental needs of youth and apply them in the camp setting.
 - ♦ Seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
 - ♦ Implement crisis and risk management procedures, when needed.
 - ♦ Help design and ensure delivery of programs and activities appropriate to the camper population.
2. Oversee the daily operation of day camp including programing, safety and health care.
 - ♦ Know and understand the health care plan.
 - ♦ Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.
 - ♦ Participates in all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support.
 - ♦ Serves as a role model to young children by demonstrating high standards of personal conduct.
 - ♦ Supervises and guides camp counselors and assign them to age groups.
 - ♦ Responsible for campers' safety; on the bus, on a trip, at activities, and during transitions.
 - ♦ Reports any accident to proper camp personnel.
 - ♦ Takes accurate attendance of campers daily.
3. Oversee the camp counselors to provide instruction and direction and to insure camper safety.
 - ♦ Supervise and evaluate camp counselors on a daily basis.
 - ♦ Works with Camp Director for mid-summer and end of summer official evaluations.
 - ♦ In charge of discipline and risk management issues when Camp Director is absent.

Other Job Duties:

- ♦ Provide direct supervision for campers while campers are transported to and from camp or during scheduled field trips off of camp property.
- ♦ Contribute to verbal and written evaluations and communication as requested.

Relationships:

The Camp Supervisor will work with the Camp Director to provide a great experience for the day camp campers and counselors. An open line of communication is required.

Equipment Used:

Equipment that may be used during the summer includes sporting equipment, arts and crafts supplies, radios and First Aid/CPR supplies.

Qualifications:

- ♦ Must be 18 years of age or high school graduate.
- ♦ Have a bachelor's degree in teaching, child management or other related field, or must have completed at least 2 years as a full time student in college in one of those fields.
- ♦ Upon hire, must complete provided First Aid and CPR certification.
- ♦ Must submit health history record and examination form prior to first day of work
- ♦ Must pass all aspects of a background check and drug test.
- ♦ Ability to interact with all age levels.
- ♦ Previous experience working with kids.

Knowledge, Skills, and Abilities:

- ♦ Understanding of the development needs of youth.
- ♦ Ability to relate to youth and adults in a positive manner.
- ♦ Demonstrated knowledge and skill in program areas designated camp program areas.

Physical Aspects of the Job:

- ♦ Ability to communicate and work with groups participating (Children going into 1st-3rd, 4th-6th grades) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- ♦ Willing to learn and teach different recreational activities including kayaking, sports, etc.
- ♦ Camp Supervisor will have daily exposure to the sun, heat and animals such as bugs, snakes, spiders etc.
- ♦ Must be non-smoker/tobacco user.

Pay:

The rate will be \$11 per hour for the summer.

How To Apply:

Submit your resume, cover letter and application by email to info@cantonrecreation.com or by mail to 1414 Market Avenue North, Canton, Ohio 44714. Application is available online at <https://cantonohio.gov/parksandrecreation/?pg=camp>.